

CONSERVATION CENTER

for Art and Historic Artifacts

About the Program

Collecting institutions have a responsibility to preserve their collections for future generations, and to provide a safe work environment for their staff. Yet an unanticipated emergency can put both collections and people at risk. Planning for the unexpected, from large scale emergencies to damage from leaks, pest infestations, mold, theft or fire, allows institutions to identify risks and mitigate damage to collections, and protect the health and safety of staff and patrons.

This two-day program will present information on assessing vulnerabilities; disaster planning; crisis communication; fire prevention, detection and suppression strategies; and evaluation and mitigation of health risks. In addition there will be interactive sessions on the “exercising” of disaster plans and on emergency recovery of paper-based materials.

This program is intended for staff charged with collections care, including librarians, archivists, curators, collections managers, conservators, and stewards of historic house museums, and for staff responsible for the safety of collections, such as site and facility managers and security and safety staff. **To encourage institutions to register staff involved in both collections care and safety and security, CCAHA is offering half-price registration to a second participant from the same institution.**

The **Conservation Center for Art and Historic Artifacts (CCAHA)** is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations throughout the United States. Founded in 1977, CCAHA specializes in the treatment of works of art and historic artifacts on paper, such as prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, and manuscripts, as well as parchment and papyrus. CCAHA also offers on-site consultation services, educational programs and seminars, emergency assistance, and internships and fellowships.

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For additional program information and sample agendas, please contact CCAHA's Preservation Services staff using the above contact information.

Lower Hudson Conference of Historical Agencies & Museums, now the **Greater Hudson Heritage Network**, serves member cultural organizations, their staffs and communities in celebrated counties of the greater Hudson Valley-Metropolitan region, offering responsive technical assistance, a resource network, and professional development opportunities to advance the work of historic house museums, heritage centers, historic sites, societies, archives, local history libraries and historians in this National Heritage Area.

www.lowerhudsonconference.org

The historic **Locust Grove Estate** is today open to the public as a museum and nature preserve. The 40-room Italianate villa, preserved with its original furnishings, is the centerpiece of nearly 200 acres of gardens and grounds with a modern education center and 5 miles of hiking trails that overlook the scenic Hudson River Valley.

www.lgny.org

Funders: This program is partially subsidized through generous funding from the **National Endowment for the Humanities**, the **Independence Foundation**, and the **Sand Dollar Fund**.

Preparing for the Unexpected: Protecting Collections and Staff from Disaster

presented by the
CONSERVATION CENTER
for Art and Historic Artifacts



October 27 & 28, 2008

Poughkeepsie, NY

Cosponsored by

Lower Hudson Conference of Historical Agencies & Museums, a Greater Hudson Heritage Network

Hosted by

The Locust Grove Estate, Poughkeepsie, NY

CONSERVATION CENTER
for Art and Historic Artifacts

264 South 23rd Street
Philadelphia, PA 19103

Monday, October 27, 2008

Keynote Address

From her unique perspective as Vice President for Emergency Programs at Heritage Preservation, Jane Long will address the value of disaster planning and highlight national programs and publications that help staff in cultural institutions organize disaster response functions and tackle common threats to collections.

Disaster Mitigation and Emergency Preparedness

This session is designed to help institutions develop effective strategies to minimize the likelihood of a disaster, to mitigate damage to collections, and to be prepared in the event of an emergency. Program participants will learn how to conduct a vulnerability analysis and assess risks to their institution and its collections. A pocket response plan template will be introduced that can be used to compile or update an emergency plan, including setting collection priorities, key emergency preparedness roles, and practical decision-making skills during an emergency.

Speaker: Julie Page, Co-Coordinator, California Preservation Program (CPP) and User Services, Western States & Territories Preservation Assistance Service (WESTPAS)

Crisis Communication

The ability to communicate effectively with staff, volunteers, patrons and media during an emergency is vital to institutions and their collections. This session, presented by a crisis communication expert, will provide participants with communication strategies to be utilized at the time of an emergency and will address the impact of media communication on public perception.

Speaker: Michael Smith, PhD, Director, Graduate Program in Professional Communication, Department of Communications, La Salle University

Exercising the Plan

In this interactive session, attendees will learn how to both exercise a disaster plan and determine its effectiveness using emergency scenarios. Tools for training staff and volunteers in the use of an institutional disaster plan will also be covered.

Session Leader: Julie Page, Co-Coordinator, California Preservation Program (CPP) and User Services, Western States & Territories Preservation Assistance Service (WESTPAS)

Recovery of Paper-Based Collections

In the context of a simulated disaster event, registrants will have a hands-on opportunity to learn and practice emergency salvage techniques for paper-based materials. Supplies to have on-hand, prioritizing item retrieval, and packing of items to be treated off-site or at a later date will be addressed.

Session Leader: Susan Bing, Conservation Assistant, Conservation Center for Art and Historic Artifacts (CCAHA)

Tuesday, October 28, 2008

Fire Safety: Risk Assessment, Detection, and Suppression

Assessment and analysis of the hazards and risks faced by an institution are critical to making informed decisions on fire protection methods. This session will focus on the need to review current fire protection procedures and systems in historic and cultural institutions and will equip participants with current information in order to make decisions about the most appropriate systems and methodologies for their own institutions.

Speakers: Nick Artim, Director, Heritage Protection Group and John (Jack) M. Watts, Jr., PhD, Director, Fire Safety Institute

Ensuring Health and Human Safety in an Emergency

This session will alert participants to the health and safety risks present at the time of an emergency and during cleanup, and will address ways to mitigate these risks. Topics to be addressed include air quality; fire safety; electrical hazards; structural instability; chemical and biological hazards (such as mold, lead, asbestos, and contaminated water and soil); pests, and those hazards inherent in collections themselves, such as arsenic and formaldehyde.

Speaker: Monona Rossol, M.S., M.F.A., Industrial Hygienist, Arts, Crafts & Theater Safety, Inc. and Safety Officer, United Scenic Artist's, Local USA829, International Alliance of Theatrical Stage Employees (IATSE)

Location & Times

The Locust Grove Estate
2683 South Road
Poughkeepsie, NY 12601

8:30 AM – 9:00 AM Registration and Refreshments

9:00 AM – 5:30 PM Program, Day-1

9:00 AM – 5:00 PM Program, Day-2

Speakers*

Nick Artim, Director, Heritage Protection Group

Susan Bing, Conservation Assistant, Conservation Center for Art and Historic Artifacts (CCAHA)

Jane Long, Vice President, Emergency Programs, Heritage Preservation

Julie Page, Co-Coordinator, California Preservation Program (CPP) and User Services, Western States & Territories Preservation Assistance Service (WESTPAS)

Monona Rossol, M.S., M.F.A., Industrial Hygienist, Arts, Crafts & Theater Safety, Inc. and Safety Officer, United Scenic Artist's, Local USA829, International Alliance of Theatrical Stage Employees (IATSE)

Michael Smith, PhD, Director, Graduate Program in Professional Communication, Department of Communications, La Salle University

John (Jack) M. Watts, Jr., PhD, Director, Fire Safety Institute

* Speaker biographies can be found on CCAHA's website at www.ccaha.org/education/program-calendar.

PREPARING FOR THE UNEXPECTED PROTECTING COLLECTIONS AND STAFF FROM DISASTER

Monday, October 27 & Tuesday, October 28, 2008

Registration Deadline: Monday, October 13, 2008

Please Note: To be eligible for half-price registration for a second participant, both individuals must be from the same institution. In addition, one registration form must be submitted for both registrants. (Please check appropriate box below.)

Check Appropriate Box:

- Single Registrant
 Two Registrants from Same Institution

Registration Fee and Payment

- \$215.00 CCAHA member fee, enclosed (Primary Registrant)
 \$240.00 Non-member fee, enclosed (Primary Registrant)
 \$122.50 half-price member fee, enclosed (Second Registrant)
 \$135.00 half-price non-member fee, enclosed (Second Registrant)

Total payment submitted_____

Check made payable to CCAHA Visa MasterCard

Credit Card Number_____

Expiration Date_____

Name as it appears on credit card_____

Notes:

- Lunch will be provided (including vegetarian options) on both days of the program.
- Refunds will be given until two weeks prior to the workshop date.
- If you have special needs, please contact CCAHA three weeks prior to the program so that accommodations can be made.

Some of the following information will be distributed to workshop participants.

Name 1 (Mr./Ms.) _____

Job Title 1 _____

Name 2 (Mr./Ms.) _____

Job Title 2 _____

Institution _____

Address _____

Phone _____ Fax _____

E-Mail 1 _____

E-Mail 2 _____

Please fax or mail completed registration form and payment to:
Preservation Services
Conservation Center for Art and Historic Artifacts (CCAHA)
264 South 23rd Street, Philadelphia, PA 19103
Fax: 215.735.9313